

# **GUIDELINES AND APPLICATION**

**for the**

## **ARTS WORK VISUAL AND PERFORMING ARTS EDUCATION GRANT PROGRAM**

**Fiscal Year 1999-2000  
Program Year 2000-2001**



## **IN CALIFORNIA SCHOOLS**

**Prepared by the**

**California Department of Education  
Curriculum and Instructional Leadership Branch  
(916) 657-2640**

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**APPLICATION DEADLINE: MARCH 1, 2000**

**CALIFORNIA DEPARTMENT OF EDUCATION  
2000-2001 GUIDELINES AND APPLICATION  
VISUAL AND PERFORMING ARTS EDUCATION GRANTS**

The goal of the ARTS WORK Visual and Performing Arts Education Grant Program is to provide funding to Local Education Agencies to help implement comprehensive visual and performing arts programs. As California's education reform moves forward, it is essential that arts education be part of the core curriculum, and be included as districts and schools plan standards-based programs for all students.

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**Technical Assistance Workshops for  
ARTS WORK:  
VISUAL AND PERFORMING ARTS EDUCATION GRANT PROGRAM  
and THE LOCAL ARTS EDUCATION PARTNERSHIP GRANT PROGRAM  
2000-2001**

The Visual and Performing Arts staff of the California Department of Education and staff of the California Arts Council will provide the following technical assistance workshops to explain how to apply for Visual and Performing Arts Education Grants and the Local Arts Education Partnership Grant. The workshops will be held from 1:00 to 4:00 p.m. at the locations listed below. The sessions include an overview and history of the grant programs, brief descriptions of successful projects, and how the programs link to the *Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grade Twelve* and arts standards. Details of the applications will be explained including planning and budgeting. Time is allowed for questions and answers. Please call (916) 322-6580 to register.

**Workshop 1:** Friday, December 3 (1:00-4:00 p.m.)  
**Merced County Arts Council**  
645 W. Main Street, Merced, CA

**Workshop 2:** Wednesday, December 8 (1:00-4:00 p.m.)  
**California Arts Council**  
1300 I Street, Suite 930, Sacramento, CA

**Workshop 3:** Thursday, December 9 (1:00-4:00 p.m.)  
**Orange County Office of Education**  
200 Kalmus Drive, Room D1000, Costa Mesa, CA

**Workshop 4:** Friday, December 10 (1:00-4:00 p.m.)  
**Ventura County Office of Education**  
Educational Services Center, 570 Airport Way, Camarillo, CA

**Workshop 5:** Wednesday, December 15 (1:00-4:00 p.m.)  
**Shasta County Office of Education**  
1644 Magnolia Avenue, Redding, CA

**Workshop 6:** Thursday, December 16 (1:00-4:00 p.m.)  
**Cultural Arts of Sonoma County**  
602 Wilson Street, Santa Rosa, CA

**Workshop 7:** Friday, January 14 (9:00-12:00 and repeated from 1:15-4:15)  
**Los Angeles County Office of Education**  
9300 Imperial Hwy, Downey, CA

**GUIDELINES AND APPLICATION FOR THE  
VISUAL AND PERFORMING ARTS EDUCATION GRANT PROGRAM  
Fiscal Year 2000-2001**

**I. GUIDELINES**

**A. Funding Source**

Proposition 98 funding for a \$3 million Visual and Performing Arts Education Grant Program was first made available in the Governor's 1998-99 budget. The funding was increased in the 1999-2000 budget to \$6 million. Item 6110-177-0001, states: For local assistance, Department of Education (Proposition 98), Program 20.10.035 – Local Arts Education Partnership Grant Program with the following provision:

“The funds appropriated by this item shall be used for arts education programs conducted by local education agencies pursuant to guidelines developed by the State Department of Education and approved by the State Board of Education.”

This program will be coordinated by the visual and performing arts consultant within the Curriculum and Instructional Leadership Branch at the California Department of Education (CDE).

**B. Visual and Performing Arts Education Grant Program Goals**

The goal of the Visual and Performing Arts Education Grant Program is to provide funding to Local Education Agencies (LEA) to help all students achieve high standards across the curriculum by implementing comprehensive visual and performing arts programs. As California's education reform moves forward, it is essential that arts education be part of the core curriculum, and be included as districts and schools plan standards-based programs for all students.

Research continues to demonstrate that arts education is not only important from an aesthetic point of view, but that student who participate in arts coursework increase their achievement throughout the core curriculum.

Employers require and seek out individuals who are able to communicate effectively through a variety of media and who are multi-skilled, flexible, creative, and experienced in collaboration and problem solving. Strong arts education programs are one of the keys to providing those skills. The demand in California for individuals with arts-related skills and career orientations is steadily growing. In addition to a pressing need for artists skilled in the use of digital media and computer graphics, there is a strong demand for producers, writers, directors, animators, designers, and cinematographers, among many other arts-related career categories. According to the Office of the Governor of the State of California in 1997, the entertainment industry alone contributed more than \$25 billion to the state's economy.

As stated in *ARTS WORK: A Call for Arts Education for All California Students*, the report of the Superintendent's Task Force on the Visual and Performing Arts (1997), and as outlined in the *Visual and Performing Arts Framework for California Public Schools Kindergarten Through Grade Twelve* (1996), effective arts education programs have, at the minimum, five essential elements.

Effective arts education programs are:

- Comprehensive and sequential

Sequential, standards-based knowledge and skills in dance, music, theatre, and the visual arts, reach all students as they progress through the grade levels.

- Linked with other school programs

By correlating the arts and other core subjects in meaningful and substantive ways, instructional goals in each subject are achieved.

- Based on commitment

The school board, the district and school administrators, teachers, visual and performing artists, persons in arts related careers, parents, and the community participate in the implementation of effective arts education programs.

- Supported by adequate resources

Resources include personnel, time in the school day, opportunities for professional development, and necessary materials and facilities.

- Connected to the community

Connections to the community are made through student performances and exhibitions; through students' first-hand study and observations of the arts in such places as museums and concert halls; through the involvement of artists, local arts agencies and non-profit arts organizations, and the community in the instructional program and performances at school; and through the use of electronic technology.

## **C. General Program Information**

Grants for visual and performing arts education are available in four grant programs that address various needs, goals, and objectives and that build on the successful Local Arts Education Partnership Program (Description in Appendix 5).

- I. Local Arts Education Partnership Assistance Grants (up to \$30,000 each)
- II. Local Arts Education Partnership Expansion Grants (up to \$60,000 each)
- III. Arts Education Implementation Grants (four categories at up to \$25,000)
  - Category 1 Visual and Performing Arts Standards Development and Implementation
  - Category 2 Student Assessment in the Visual and Performing Arts
  - Category 3 Model Arts Programs Network Project
  - Category 4 Special Projects in the Visual and Performing Arts
- IV. On-line Arts Resource Center (one grant of up to \$300,000)

The funds provided for this grant program are intended as “seed money” to allow a visual and performing arts program to become established and enable a school district to secure funds for continuing the program at a district-wide level in the future. Proposals that do not describe plans to obtain future support over the next two to five years will be less competitive in receiving funding from the California Department of Education. This funding is for programs that occur primarily during the school day.

Grant applications must be received at the CDE on or before March 1, 1999. A team of highly qualified educators and arts education professionals will evaluate all grant applications. Staff at the CDE will further review those applications recommended for funding before they are submitted to the Deputy Superintendent of the Curriculum and Instructional Leadership Branch for final approval. Grant funds will be disbursed before June 30, 2000.

## II. ARTS EDUCATION GRANT PROGRAMS and ELIGIBILITY

This packet contains information on the four grant programs, the guidelines specific to each program, the application forms, and additional appendix information.

### Who May Apply:

- Districts that evaluate themselves as ready to being planning, implementing, improving, or expanding a comprehensive arts education program
- County offices of education in collaboration with a school district or districts
- Districts currently in the LAEP program
- Districts exiting the LAEP program that are not applying for a LAEP Expansion Grant may apply in category 1 to implement standards, 2, 3, or 4.
- Districts that received a LAEP Expansion Grant in the last cycle may apply in category 1 to implement standards, 2, 3, or 4.
- Applications will not be accepted from individual schools.

Local Education Agencies (LEA) (governing boards of school districts and county offices of education or county superintendents of schools) are eligible for Proposition 98 funding.

A LEA may apply for more than one grant, but only one in each program they are eligible for and only one in each category of Program III.

A LEA applying this cycle in Program II may only apply in this Program and Program IV

A LEA receiving a grant in the 1999-2000 cycle may reapply except in Program II

A LEA receiving grants in Program II in the 1999-2000 cycle may now apply in Program III and/or Program IV

### Grant Programs

#### **Program I - Local Arts Education Partnership Assistance Grants – Grants of up to \$30,000**

The Local Arts Education Partnership Assistance Grant Program will provide grants of up to \$30,000 to a LEA involved in a successful application to the Local Arts Education Partnership (LAEP) program in the 2000-2001 cycle. By being the designated LEA in a LAEP grant application to the California Arts Council in the 1999-2000 cycle, districts are eligible to apply for this Arts Work Assistance Grant. **Award of this grant is conditional on receiving an LAEP grant in which this agency is named as the Local Education Agency partner.** The LEA must meet all the requirements as specified in the LAEP Grant Application submitted to the California Arts Council. This funding cannot be used for the match required in the LAEP Guidelines.

The Assistance Grants will provide the opportunity for districts accepted into the LAEP program to supplement the planned LAEP program expanding the breadth and the depth of the proposed visual and performing arts program. In addition, the district must



develop and/or implement visual and performing arts standards. Applications will only be considered that include planning and/or implementing dance, music, theatre, and visual arts. The size of the district will be considered as funding is allocated to successful applications.

The Local Arts Education Partnership Grant Program, now moving into its fifth year, is administered jointly by the California Arts Council (CAC) and the California Department of Education. It provides funding for programs that involve local arts agencies, local education agencies, and community arts resources in collaboratively planned projects to strengthen arts education in California's public schools. The program must implement the tenants in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve*. The LAEP matching grant program was created through legislation (SB1571) and is funded by sales of the California Arts Council's Arts License Plate.

### **Program II - Local Arts Education Partnership Expansion Grants – Grants of up to \$60,000**

This program will provide grants of up to \$60,000 each to fund arts education programs in school districts currently completing their third and final year of the LAEP program. This will allow for expanding the breadth and depth of their efforts to implement an arts education program district wide as called for in the LAEP program guidelines. These districts will also be required to develop and adopt visual and performing arts standards. Districts must name a program coordinator who will be provided with sufficient time to effectively coordinate the activities described in this plan. Applications will only be considered that include planning and/or implementing dance, music, theatre, and the visual arts. The size of the district will be considered as funding is allocated to successful applications. At the writing of these guidelines, the following districts are currently in their third year of the LAEP program and are eligible for this grant:

Berkeley Unified  
Lakeside Union School District  
Norwalk-La Mirada Unified  
Nevada County Superintendent of Schools Office  
Orange County Department of Education  
Plumas County Office of Education  
Riverside County Office of Education  
Santa Clara County Office of Education  
Trinity County Office of Education

### **Program III - Arts Education Implementation Grants – Grants of up to \$25,000**

This program will provide \$25,000 grants in four categories to assist districts in their efforts to implement arts education programs that are in alignment with the Visual and Performing Arts Education Grant Program Goals (Pages 5-6), and the goals in the Visual and Performing Arts Framework. Applicants may apply for one grant in each category. The project described should be part of a district-wide long-range plan to implement an

arts education program for all students. A program coordinator must be named and provided with sufficient time to coordinate the successful completion of the project. The four categories are:

Category 1	Visual and Performing Arts Standards Development and Implementation
Category 2	Student Assessment in the Visual and Performing Arts
Category 3	Model Arts Programs Network Project
Category 4	Special Projects in the Visual and Performing Arts

**Program III, Category 1 – Grants of up to \$25,000**

**Visual and Performing Arts Standards Development and Implementation**

This grant is to be used for the development and adoption of standards in dance, music, theatre, and the visual arts, and/or to begin an implementation plan or process that includes (at the minimum) professional development, curriculum development, and the development of base-line student assessment in the arts.

The application will explain the objectives based on the above goals, the process that will be used to achieve the objectives, the activities that will take place, a timeline, and a budget.

**Program III, Category 2 – Grants of up to \$25,000**

**Student Assessment in the Visual and Performing Arts**

Any district that has already developed and adopted arts standards, or is in the process of adopting standards in the arts, may apply in this category. This may be in collaboration with a county office of education. The districts or county offices of education receiving this grant will collaborate with the California Department of Education's California Arts Assessment Network to:

- develop and begin implementing pilot models of district-wide arts assessment
- develop test items and tasks for a statewide arts item bank
- field test items and tasks and participate in item analysis
- develop sample tests/assessments to use for base-line assessment in the arts
- pilot tests/assessments and appropriately analyze data
- identify model tasks related to arts standards and collect student work that demonstrates achievement of arts standards
- contribute to the production of a videotape of samples of student work in the arts

Applicants in this category must also submit a copy of their adopted visual and performing arts standards (or draft standards).

**Program III, Category 3 – Grants of up to \$25,000**

**Model Arts Programs Network Project**

Grants in this category enable districts to become part of a network involved in developing models of visual and performing arts program planning, development, and implementation in collaboration with other districts receiving grants in this category.

Grantees will receive support in their activities from an alliance of the California Arts Council, the California Alliance for Arts Education, the California Department of Education, and The California Arts Project. Through sub-contracts from grantees, the alliance will provide a coordinator for this network and will organize two state conferences. Assistance will be provided by experienced arts education professionals in the areas of standards development and implementation, assessment, professional development, curriculum planning, securing resources, staffing, artists working in the schools, and developing collaborations with community partners.

Applicants must describe the scope of their districts' current visual and performing arts program and their readiness to begin developing a long-range district wide visual and performing arts implementation plan or expansion plan. The plan must be based on the goals of the Visual and Performing Arts Education Grant Program, the Visual and Performing Arts Framework, the guidelines of the LAEP Program and on a standards-based education for all students.

**Program III, Category 4 – Grants of up to \$25,000**  
**Special Projects in the Visual and Performing Arts**

In this category, applicants may submit a request to fund a special project. The project goals and objectives must be aligned with the goals of the Visual and Performing Arts Education Grant Program, the Visual and Performing Arts Framework, and should involve local arts agencies, non-profit arts organizations, and/or community/business/industry partners. Projects should reach a maximum number of students and provide professional development for teachers.

Special projects may be in the areas such as technology for arts programs, facilities development, innovative arts curriculum development including curriculum that meaningfully integrates the arts into core curriculum areas, the development of media arts programs that align with the Visual and Performing Arts Framework, and school-to-career projects in the arts. Funding may not be used solely to purchase textbooks or instructional materials.

**Program IV – On-line Arts Resource Center – One grant of up to \$300,000**

This grant will be to a county office of education or school district to collaboratively plan, and to implement an on-line arts resource center and CD-ROM for the visual and performing arts. The LEA must have the ability to create and store electronic resources and keep the resources current. Plans must include, at the minimum, identification of resources, development of resources in each of the arts, process for updating the site, training for users. The project narrative description (Form 3-IV) specifies the criteria for the program.

### **III. APPLICATION REQUIREMENTS AND ASSURANCES**

#### **A. Application Requirements**

##### **1. Eligibility**

In accordance with the Education Code, Local Education Agencies (governing boards of school districts and county offices of education or county superintendents of schools) are eligible for Proposition 98 funding.

##### **2. Application Deadline and Delivery**

Applications may be delivered by mail or in person to the Curriculum and Instructional Leadership Branch, Room 624 by 4:00 p.m., Wednesday, March 1, 2000. Do not send the copies through a facsimile (fax) machine. Late applications will be returned to the applicant. Mailed applications must arrive by the due date and time. Mail applications first class, certified, or express to:

California Department of Education  
Curriculum and Instructional Leadership Branch  
Visual and Performing Arts Education Grant Program  
721 Capitol Mall, Room 624  
Sacramento, CA 95814  
(916) 654-5979

##### **3. Notification of Receipt of Grant**

Include a self-addressed stamped post card with your application. The card will be stamped with the date your grant was received and will be returned to you.

##### **4. Review and Selection Process**

Application packages received after the application deadline will be returned (unopened and unread) and not considered further.

Those applications meeting the requirements on the Application Checklist (Page 21) will be read and evaluated by a panel familiar with effective arts education programs and practices. This panel will deliberate, rank the proposals, and make recommendations to the CDE on funding based on the criteria delineated in the Scoring Criteria (Appendix 2, 3, and 4). Staff and administration of the CDE will also review the proposals recommended for funding.

The applicant(s) achieving the highest point score(s) will be selected as the successful applicant(s) for the funding for that program and/or category. Partial funding may be awarded if a proposed activity within the grant is determined to be out of compliance with the grant guidelines. The

state reserves the right to reject any or all applications and may waive any immaterial deviation in any application. The state's waiver of any immaterial defect shall not excuse the grantee from full compliance with the grant terms, if a grant is awarded. Awards are weighted on the need of the LEA, size, and funding requested. If after scoring the applicants proposals one or more applicants achieve the same score a coin will be tossed to decide the awarding applicant.

Until the applicants are notified that the Deputy Superintendent has approved a grant award, expenditures should not be made, nor actions taken to use state funds.

## 5. Curricular Priorities

Priority consideration will be given to projects that are based on the goals of this grant program as stated on Pages 4-5, and the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* (1996) and include plans for implementing all four arts disciplines (dance, music, theatre and the visual arts). (Appendix 7 provides ordering information for CDE arts education documents.) Grants in programs I and II must be based on the Local Arts Education Partnership Program Guidelines. Priority will be given to grants in Program III that are also based on the guidelines of the LAEP program (Appendix 5) in that they involve partnerships with community based non-profit arts agencies and organizations as appropriate. Partnerships with business and industry are also encouraged for all grants.

## 6. Project Completion

All projects in Programs I and III must be completed by June 15, 2001 unless the applicant requests an extension in writing from the Curriculum and Instructional Leadership Branch. Projects in Program II and IV may extend over a two-year period if so specified in the application budget. A final report is required for all projects upon completion of this year of funding and must be returned to the Curriculum and Instructional Leadership Branch by June 15, 2001. Program II must submit a first year report after the first year and a final report upon completion of the second year if their project extends over two years. Questions normally answered in the final report are listed below. Applicants will receive the final report form and a reminder letter in April 2001. A portion of the grant award (10%) will be withheld until the final report is returned to the CDE. If the report is not completed and returned within three months of the end of the grant period, a billing will be generated from the CDE for the entire amount of any grant funds advanced to the applicant.

All final reports will include, at the minimum, a/an:

- a. account of the expenditure of all state grant funds
- b. statement of the accomplishments of the project

- c. description of the process used to achieve the project goal(s)
- d. statement describing the use of community arts resources in the project
- e. list of materials that were developed and how copies might be obtained
- f. copy of all materials developed by the program
- g. list of strategies that will enable the project to continue over the next two to five years

If funding for this grant program continues in subsequent state budgets, in order to apply for an arts education grant the following year, all of the current year's funds must be expended (or, in Project II or IV, budgeted for use in the second year) and the final report must be submitted. An applicant cannot receive another arts education grant in this program until the current grant is completed and an acceptable report is received by the CDE.

7. Applicant Assistance

Seven technical assistance workshops will be held (see list included in these guidelines). Each conference will provide guidance on applying for funds. Some time is usually allotted for individual consultation. Please call (916) 322-6580 to register and receive further information about these workshops.

## **B. General Timeline for Arts Education Grants**

Grant application information distributed to every school district.....	November 1999
Technical Assistance Workshops .....	November, December 1999
Application deadline.....	March 1, 2000
Review of grant applications.....	April 18-27, 2000
Official letters of notification of grant award mailed to grant recipients by..... (pending recite of final reports for returning grantees)	May 30, 2000
Funds disbursed by.....	June 30, 2000
Final report forms mailed to all grant award recipients.....	April, 2001
Postmark deadline for submitting final reports on grants.....	June 15, 2001

## **C. Grant Writing Tips**

1. This grant program is designated specifically for arts education as defined by the goal of this grant program and by the Visual and Performing Arts Framework. The project should be part of a district-wide plan for arts education in dance, music, theatre and the visual arts in all schools and for each student. The applicant should develop the outcomes of the grant to have significant and lasting benefits for teachers and students in kindergarten through grade twelve.
2. Goals, objectives, and outcomes should be measurable. A plan to measure results must be included.
3. While the goals for this program include dance, music, theatre, and the visual arts, work in all four disciplines need not proceed simultaneously. However, implementation plans for all four disciplines must be explained in the district plan.
4. Do not request funds for the continued support of a local program or existing teaching position, to replace funding that has been reduced or eliminated, or to fund a project outside of visual and performing arts education. A program that focuses on a given subject area and treats dance, music, theatre and visual arts as a tangential would not be funded; however, inter-disciplinary programs may be recommended for funding if the primary focus is on the visual and performing arts.
5. While funding for field trips is acceptable, the applicant must clearly state the educational objectives and expected outcomes that relate to the visual and performing arts curriculum.

6. The professional development program should include the services of The California Arts Project (TCAP) to provide staff development in the arts. Appendix 6 provides a list of TCAP sites and contact numbers.
7. Compensation for the hiring of substitute teachers from grant funds should be limited and fully described in the application and budget. Grant funds may be used to pay teacher stipends for working during non-school hours.
8. Grant funds may not be used for promotional purposes, such as to produce flyers for a program or to create a “nest egg” to begin a scholarship program.
9. The use of state funds for food and/or refreshments is not allowed.
10. Explain all travel expenses in the budget narrative. No out-of-state travel will be approved.
11. Approval of the governing board must be in the form of a letter on official letterhead or an excerpt from the board minutes and must follow Appendix Form 2. **Proposals without board approval including the date the board gave formal approval will be disqualified from the review process and returned to the applicant.**
12. Print the proposals on white paper and copy on one side only. Bind the proposal with a staple or reusable binder clip. Do not use plastic report folders or spiral-bound binding. Do not insert any colored pages or color copies.
13. All grant applications and any items included with the application become the property of the California Department of Education and will not be returned to the applicant.
14. Submit the original application with the original signature of the Superintendent of the LEA.
15. Submit two copies of the application along with the original application by the application deadline (total of three). The package must arrive by the March 1, 2000 deadline. The application can be hand-delivered as described on Page 11.

**D. General Assurances of the Arts Education Grant Program**

1. Programs and services shall be in compliance with Education Code Section 200 and following, Government Code sections 11135 through 11139, Title VI and Title VII of the Civil Rights Act of 1964, Title IV of the CRA of 1964 at 42 U.S.C. 2000d, Title IX of the Education Amendments of 1972 at 20 USC 1681, Age Discrimination Act of 1975 at 42 U.S.C. 6102, Section 504 of the Rehabilitation Act of 1973 at 29 USC 794, Gov. Code 12900 et seq., Title 5, California Code of Requirements, Section 4960, and any and all other federal and state laws and regulations involving assurances that school districts will not discriminate on the basis of race, ancestry, ethnic group identification, religion, creed, age, color, sex, or a mental or physical disability, marital or parental status.



2. All state statutes, applications, regulations, and program plans applicable to each program, under which state funds are made available through this application, will be met by the applicant agency in its administration of each program, and the undersigned is authorized to file these assurances for such applicant agency.
3. The Drug-Free Workplace Certification as required by Government Code Section 8355. (Appendix Form 5)
4. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, state funds paid to that agency under each program.
5. The LEA shall make reports to the California Department of Education as may be reasonably necessary to enable the State Board of Education and the State Superintendent of Public Instruction to perform their duties and will maintain such records and provide access to those records as the aforementioned deem necessary. Such records shall include, but not be limited to, records that fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used.
6. Any application, evaluation, periodic program plan, or report relating to this program will be made readily available to parents and other members of the general public.
7. Records capable of being audited from each participating school program will be maintained on file at the district office.

**E. Specific Assurances for Arts Education Grants**

1. All approved project funds must be expended or obligated within the dates designated and for the amount stated in the Notification of Visual and Performing Arts Education Grant Award. Encumbrances may be made at any time after the beginning date indicated under the Period of Grant.
2. Expenditures shall comply with all applicable provisions of state and local rules, regulations and policies relating to the administration, use and accounting for public school funds, including but not limited to the Education Code of the State of California.
3. All materials developed under these grants will be copyrighted solely under the name of the California Department of Education.
4. The grantee shall submit an expenditure report by the ending date. The final report will contain budgetary and programmatic reports. It will also include an assessment of the project and its ongoing benefits to students.

5. Failure to submit a final expenditure report by the ending date of the grant will result in the disqualification of a proposal in the following fiscal year, should the grantee decide to submit one.
6. Failure to submit a final expenditure report within three months of the termination of the grant will result in a billing from the California Department of Education.
7. The signature on the application cover form Appendix 1 shall be from the Superintendent responsible for fiscal responsibility of the project. The signature acknowledges the agency's acceptance of the terms of the "General Assurances of the Visual and Performing Arts Education Grant Program" and "Specific Assurances for the Visual and Performing Arts Education Grant Program."

**F. Additional Terms for the Arts Education Grants**

Cumulated funds withheld by the Department from grant payments made to the grantee shall be paid to the grantee after the final report has been received and reviewed by the Department and found to be acceptable and complete.

This grant is of no force and effect until signed by all parties and all approvals are secured ("execution"). Any commencement of performance prior to grant execution shall be done at the grantee's own risk.

The terms and conditions of this grant supersede any other oral or prior written understanding concerning the nature of this grant.

No alteration or variation of the terms of this grant shall be valid or binding unless made in writing and signed by parties hereto.

Whenever the grantee has knowledge that any actual or potential situation, including but not limited to labor disputes, will delay or threatens to delay timely performance of the work under this grant, the grantee shall immediately give written notice thereof and provide any relevant information to the CDE project monitor.

Any notice, request, demand, consent, or other item required or permitted under this grant or applicable law must be in writing and shall be deemed duly given or made only (a) if personally served upon the party intended to receive it, in which case it is effective when delivered; or (b) is sent by certified mail, return receipt requested, postage prepaid, addressed to the party at its address set forth below, in which case it is effective on receipt by any person residing at such address; or (c) is sent by FAX with a copy sent on the same date by first class mail, postage prepaid, addressed to the party at its address set forth below, in which case it is effective as of the date of mailing.

California Department of Education  
Curriculum and Instructional Leadership Branch  
721 Capitol Mall, Room 624  
Sacramento, CA 95814  
FAX #: (916) 657-4964  
Attention: CDE Project Monitor, Grant #\_\_\_\_\_

The grantee may enter into subcontract(s) for performance of functions under this grant. Before entering into a subcontract which was not fully described in the original application or work proposal, the grantee shall, first, notify the CDE of each proposed subcontract. For each proposed subcontract, the grantee shall prepare a work plan for the task and budget.

Any subcontract issued by the grantee shall include all the relevant terms and conditions of this agreement and its attachments in addition to other relevant terms and conditions.

The grantee is the sole point of contact for all matters related to this grant. No subcontract entered into under the grant shall in any way relieve the grantee of any responsibility for performance of its grant duties.

The grantee warrants that no person or selling vendor has been employed or retained to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

The CDE and all authorized state control agencies shall have access to all internal and external reports and documents used by the grantee in the performance and administration of this grant. The CDE shall have the right to monitor all aspects of the grantee's performance regardless of whether there are specific performance requirements in the grant pertaining to the area being monitored.

The grantee shall provide all duly authorized representatives to the CDE or the state with full access to any and all grantee and subcontractor procedures not described elsewhere in this contract.

The grantee and all subcontractors will maintain financial and accounting records and supporting evidence pertaining to the fulfillment of this grant in accordance with generally accepted accounting principles and the procedures herein specified.

The grantee warrants that it has secured or will have secured any necessary right, clearances and/or licenses with respect to all materials and elements embodied in or used in connection with the performance of this grant, and that all included material will neither violate nor infringe upon the copyright, service mark, trademark, privacy, creative or other rights of any person, firm, corporation or other third party.

Upon request, grantee shall provide the CDE with documentation indicating a third party's written approval for the grantee to use the third party's trademark or trade secret.

The grantee shall be held liable for any infringement and shall indemnify, defend and hold harmless the CDE for any infringement action which may be brought against it or the CDE.

## **G. Grievance Process**

Protests to the grant award shall be filed within five (5) working days of the notice of intent to award. Only those LEAs, which submitted an application, may protest the grant award. Protests shall be limited to the grounds that CDE failed to correctly apply the standards for evaluating the format requirements or the applications as specified in the application. The protesting applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester's position and the remedy sought. Protests must be addressed to:

Sonia Hernandez, Deputy Superintendent  
Curriculum and Instructional Leadership Branch  
California Department of Education  
721 Capitol Mall, Fifth Floor  
Sacramento, CA 95814

At her sole discretion, the Deputy Superintendent may hold oral hearings, have a hearing on written briefs or both. Her decision shall be the final administrative action afforded the protester.

## **III. APPLICATION INSTRUCTIONS AND FORMS**

### **A. General Instructions**

To apply for an Arts Work Visual and Performing Arts Education Grant, complete all the applicable forms for the grant included in this packet and secure all the additional materials. Specific instructions for the completion of the required forms are included. Use only the forms that apply to the program for which you are applying. Check that all procedures under “Grant Writing Tips” on Pages 15-16 have been followed.

### **B. Application Checklist**

Please refer to the Application Checklist on page 21 for all required forms and attachments. Be sure your forms and attachments are submitted in the order given on the Application Checklist.

Each application must include an original proposal signed by the Superintendent, the Board of Education approval verification, along with two copied sets of the above items, making a total of three sets.

## Application Checklist

	Form 1	Application for Visual and Performing Arts Education Grant Application Cover Form	All Programs
	Attachment 1	Board Approval Documentation	All Programs
	Form 2	Project Summary Form	All Programs
	Attachment 2 - I	Program Summary from 2000-2001 LAEP Application	Program I
	Attachment 3 - II	Program Summary from 1999-2000 LAEP Application	Programs II
	Form 3 - I	Project Narrative for Arts Education Assistance Grants	Program I (Maximum of eight pages)
	Form 3 - II	Project Narrative for Local Arts Education Partnership Expansion Grants	Program II (Maximum of eight pages)
	Form 3 - III	Project Narrative for Arts Education Implementation Grants	Program III (Maximum of eight pages)
	Form 3 - IV	Project Narrative for On-line Arts Resource Center	Programs IV (Maximum of eight pages)
	Form 4	Project Narrative Budget	All Programs
	Form 5	Drug-Free Workplace Certification	All Programs
	Attachment 4	Letters of Support	All Programs
	Attachment 5	School or County Board Policy on Arts Education	Programs III and IV

**Forms and required materials must be submitted in the order they are listed above.**

- ☐ The application is signed by the Superintendent or Charter School Director and the Board approval is attached
- ☐ A Program coordinator is named.
- ☐ Applications in Program I and II include arts standards development and/or implementation and include plans for implementing dance, music, theatre and visual arts.
- ☐ There is evidence in the application that the activities to be funded are part of a district-wide plan to implement a comprehensive program in the arts.
- ☐ There is evidence in the application that equipment and materials to be purchased will be used only by students in their study of the arts.

California Department of Education Use Only	
<b>Grant I.D. #</b> <b>Fiscal Year</b>	

**California Department of Education**  
**VISUAL AND PERFORMING ARTS GRANT PROGRAM**  
**2000-2001**  
**Application Cover Form for All Programs**

**Grant Program and Category (Check One)**

- ☐ I. Local Arts Education Partnership Assistance Grant  
☐ II. Local Arts Education Partnership Expansion Grant  
☐ III. Arts Education Implementation Grant
  - ☐ 1. Arts Standards
  - ☐ 2. Arts Assessment
  - ☐ 3. Model Arts Programs Networks
  - ☐ 4. Special Projects☐ IV. On-line Arts Resource Center

Have you received or do you currently have a Local Arts Education Partnership Grant?

☐ Yes ☐ No If yes, for what year? \_\_\_\_\_

\_\_\_\_\_  
 Name of Applicant Local Education Agency

\_\_\_\_\_  
 CDS Code

\_\_\_\_\_  
 Project Title

\_\_\_\_\_  
 Amount Requested

\_\_\_\_\_  
 Address (Street, City, County, State, and Zip)

\_\_\_\_\_  
 Project Coordinator's Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Fax

\_\_\_\_\_  
 E-mail Address

\_\_\_\_\_  
 \*Date of Board Approval

**CERTIFICATION: I hereby certify that all applicable state and federal rules and regulations will be observed; that the Specific and General Assurances described in the application guidelines are accepted as the basic conditions in the operations of this project/program; and that to the best of my knowledge, the information contained in this application is correct and complete.**

\_\_\_\_\_  
 Name of Superintendent or Charter School Director

\_\_\_\_\_  
 Signature of Superintendent or Charter School Director

\_\_\_\_\_  
 Date

**\*Follow this page with the minutes or the substantiating approval of the Board of Education**

**Application for Visual and Performing Arts Education  
Grant Funding**

**COVER FORM  
Instructions**

**Category**

Check the box for the one program for which you are applying in this application. For program III also check the category that describes your project. If applying for more than one grant a separate application must be submitted for each one. Only one application may be submitted in each program or program category.

Indicate if you have received or currently have a Local Arts Education Partnership Grant and the cycle year.

**Name of Local Education Agency and Code**

School districts and county offices of education **must** fill in the seven-digit CDS number.

**Project Title**

Enter a short descriptive title of your project here.

**Amount Requested**

Enter the amount of state funding requested.

**Address**

Enter the appropriate information here. The district's address must be used.

**Project Coordinator Name and Information**

Enter the name of one project coordinator who will carry the program responsibilities here.

**Verification of Approval by Board**

Enter here the date of approval of the governing board of the school district or county office. Include a copy of the minutes or other substantiating information after the cover form. Applications without certification of board approval will be disqualified.

**Name and Signature of Superintendent**

Enter the name and the signature of the district superintendent.

**Visual and Performing Arts Education Grant Program  
2000 – 2001**

**Project Summary Form**

Application Local Education Agency \_\_\_\_\_ CDS  
Number \_\_\_\_\_

Project  
Title \_\_\_\_\_

—

Grant Program Number (and category) \_\_\_\_\_  
Number of schools in district \_\_\_\_\_ Number of students in district \_\_\_\_\_  
Number of schools to be served \_\_\_\_\_ Number of students to be served \_\_\_\_\_

Geographic location: Rural\_\_\_\_ Suburban\_\_\_\_ Urban\_\_\_\_

**The Goal of This Project (Description in 75 words or less)**

**List Major Objectives**

**List Proposed Major Activities to Meet Objectives**

**USE THIS PAGE ONLY**



### Program I: Project Narrative for Local Arts Education Assistance Grants

Please review this description of the project narrative, the grant writing tips on Pages 15-16, and the program description on Page 7-8 then respond to the eight specific questions. Submit no more than a total of eight pages in 12-point font size (the chart may be in 10-point and may extend to two pages). Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. County or District Arts Education Goal) then proceed with your description. Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name.

Be sure to include a copy of the Project Summary Page from your 2000-2001 LAEP Grant as Attachment 2. This is a copy of page 1 from the Local Arts Education Partnership Program application that was submitted to the California Arts Council describing the goal of the LAEP project, major objectives, and proposed activities to meet the objectives.

The narrative for Program I must include the following in the order given:

1. County or District Arts Education Goal

What is the LEA's visual and performing arts education goal for all schools and all students?

2. Current Assessment of Arts Program Implementation

To what degree is an instructional program in each of the arts (dance, music, theatre, and visual arts) implemented in the schools in the district or county? Describe what is available and what is needed. Base your assessment on the program goals described in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* (CDE, 1996). You may include demographic information. Include the needs for arts education of homeless children, children with special needs, children at risk, school dropouts and the children of migrant workers who may not be attending class regularly, if applicable.

3. Expected Outcomes From This Funding

How will the funding provided by this grant work with the LAEP grant project to move the district or county toward a fully implemented standards-based visual and performing arts program for all students in each of the schools? Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project. There should be professional development included for all teachers participating in the project, for participating artists working with students and for other teachers in the district (if applicable). How will you involve The California Arts Project?

4. Chart of Goals, Objectives, Methodology, and Timeline (10 point type may be used on the chart and it may extend to two pages) The chart format is provided as Appendix 1.

Program goals and objectives describe what the project hopes to accomplish in measurable terms. Using the format provided, chart your goals, objectives, methodology and a time-line that communicates the feasibility of the project. After each objective, state how you will measure the accomplishment of the objective.

- The program provided for students is to take place primarily during the regular school day.
- Districts applying in this program must develop and/or implement visual and performing arts content standards for all students. On the chart, include the process to be used to begin developing or implementing a standards-based arts education program.
- Include professional development activities and how The California Arts Project will be involved.

5. Partnership Capacity to Complete the Project

Describe the capacity of the Local Arts Agency (LAA) and the LEA to complete this expanded project. What additional community arts resources will be used in this expanded project and/or how will the services of the arts resources you are using be expanded?

6. Project Coordinator's Responsibilities

Describe how the LAA project coordinator and the LEA project coordinator will share responsibilities to complete all aspects of this project.

7. Program Evaluation and Student Assessment

Describe the evaluation you will use for this expanded program. Describe how students will be assessed on their progress toward achievement of arts standards. The evaluation and student assessment must be linked to the program goals and objectives.

8. Future Support

Describe plans to obtain future funding and support for implementing and maintaining an arts education program over the next two to five years.

## Program II: Project Narrative for Local Arts Education Partnership Expansion Grants

Please review this description of the project narrative, the grant writing tips on Pages 15-16, and the program description on Page 8 then respond to the eight specific questions. Submit no more than a total of eight pages in 12-point font size (the chart may be in 10-point and may extend to two pages). Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. County or District Arts Education Goal) then proceed with your description. Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name.

Be sure to include a copy of the Project Summary Page from your 1999-2000 LAEP Grant as Attachment 3. This is a copy of page 1 from the Local Arts Education Partnership Program application that was submitted to the California Arts Council describing the goal of the LAEP project, major objectives, and proposed activities to meet the objectives.

The narrative for Program II must include the following in the order given:

1. County or District Arts Education Goal

What is the LEA's visual and performing arts education goal for all schools and all students?

2. Current Assessment of Arts Program Implementation

To what degree is an instructional program in each of the arts (dance, music, theatre, and visual arts) implemented in the schools in the district or county? Describe what is available and what is needed. Base your assessment on the program goals described in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* (CDE, 1996). You may include demographic information. Include the needs for arts education of homeless children, children with special needs, children at risk, school dropouts and the children of migrant workers who may not be attending class regularly, if applicable.

3. Expected Outcomes From This Funding

How will the funding provided by this grant extend the work accomplished during the three years your LEA was involved in the LAEP grant program? How will this additional funding move the district or county toward a fully implemented standards-based visual and performing arts program for all students in each of the schools? Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project. There should be professional development included for all teachers participating in the project, for participating artists working with students and for other teachers in the district (if applicable). How will you involve The California Arts Project?

4. Chart of Goals, Objectives, Methodology, and Timeline (10-point type may be used on the chart and it may extend to two pages) The chart format is provided as Appendix 1.

Program goals and objectives describe what the project hopes to accomplish in measurable terms. Using the format provided, chart your goals, objectives, methodology and a time-line that communicates the feasibility of the project. After each objective, state how you will measure the accomplishment of the objective.

- The program provided for students is to take place primarily during the regular school day.
- Districts applying in this program must develop and/or implement visual and performing arts content standards for all students. On the chart, include the process to be used to begin developing or implementing a standards-based arts education program.
- Include professional development activities and how The California Arts Project will be involved.

5. Role of the Local Arts Agency

Describe the role of the LAA you have been working with in the LAEP grant will play in this expanded project. What additional community arts resources will be used in this expanded project and/or how will the services of the arts resources you are using be expanded?

6. Project Coordinator's Responsibilities

Describe how the LAA project coordinator and the LEA project coordinator will share responsibilities to complete all aspects of this project.

7. Program Evaluation and Student Assessment

Describe the evaluation you will use for this expanded program. Describe how students will be assessed on their progress toward achievement of arts standards. The evaluation and student assessment must be linked to the program goals and objectives.

8. Future Support

Describe plans to obtain future funding and support for implementing and maintaining an arts education program over the next two to five years.

**Program III: Project Narrative for Arts Education Implementation Grants (all categories)**

Please review this general description of the project narrative, the grant writing tips on Pages 15-16, and the program description on Pages 8-9 then respond to the eight specific questions. Submit no more than a total of eight pages in 12-point font size (the chart may be in 10-point and may extend to two pages). Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. County or District Arts Education Goal) then proceed with your description. Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name.

The narrative for Program III must include the following in the order given:

1. County or District Arts Education Goal

What is the LEA's visual and performing arts education goal for all schools and all students?

2. Current Assessment of Arts Program Implementation

To what degree is an instructional program in each of the arts (dance, music, theatre, and visual arts) implemented in the schools in the district or county? Describe what is available and what is needed. Base your assessment on the program goals described in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* (CDE, 1996). You may include demographic information. Include the needs for arts education of homeless children, children with special needs, children at risk, school dropouts and the children of migrant workers who may not be attending class regularly, if applicable.

3. Expected Outcomes From This Funding

How will the funding provided by this grant move the district or county toward a fully implemented standards-based visual and performing arts program for all students in each of the schools? Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project. There should be professional development included for all teachers participating in the project, for participating artists working with students and for other teachers in the district (if applicable). Will The California Arts Project be involved?

4. Chart of Goals, Objectives, Methodology, and Timeline (10-point type may be used on the chart and may extend to two pages) The chart format is provided as Appendix 1.

Program goals and objectives describe what the project hopes to accomplish in measurable terms. Using the format provided, chart your goals, objectives, methodology and a timeline that communicates the feasibility of the project. After each objective, state how you will measure the accomplishment of the objective. The program provided for students is to take place primarily during the regular school day.

**5. Planning Process and Use of Resources**

Describe the process you used to plan this project. Include who was involved in the planning including community resources. Include a description of the process and criteria for selecting resources to use in your project, how they are consistent with identified needs and program goals, and how you plan to involve district arts specialists and arts teachers.

Resources may include, but are not limited to, professional artists, arts specialists, arts teachers, performing artists and companies, museums, art galleries, institutions of higher education, local arts agencies, business and industry, and community arts resources that demonstrate high quality arts performance, production, or instruction.

**6. Project Coordinator's Responsibilities**

Describe the responsibilities of the grant project coordinator and how this project fits into his/her current responsibilities.

**7. Program Evaluation and Student Assessment**

Describe the evaluation you will use for this project. Describe how students will be assessed on their progress toward achievement of arts standards (if applicable). The evaluation and student assessment must be linked to the program goals and objectives.

**8. Future Support**

Describe plans to obtain future funding and support for implementing and maintaining an arts education program over the next two to five years.

**Special Notes**

**For Category 2 Only – Student Assessment**

In this category, you are expected to collaborate with other districts in developing arts assessment. Prepare your budget for release time and travel to a minimum of four network meetings, two that will require air travel.

**For Category 3 Only – Model Arts Program Network**

In this category, you are expected to collaborate with other districts to develop and document model standards-based programs for all students. Prepare your budget for release time, and travel for one person to four network planning meetings, travel for 3-5 people to two network conferences, and a \$2000 sub-contract for network coordination, conference implementation, and assistance from the alliance at the state and regional levels.

### **Program IV: Project Narrative for On-line Arts Resource Center**

Please review this description of the project narrative, the grant writing tips on Pages 15-16, and the program description on Page 10-11 then respond to the six specific questions. Submit no more than a total of eight pages in 12-point font size (the chart may be in 10-point and may extend to two pages). Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. LEA's Commitment to Arts Education) then proceed with your description. Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name. The project coordinator's 1-3 page resume and resumes of other personnel involved may be submitted as supplemental materials as well as other pertinent materials. No supplemental materials will be returned.

The goal for this grant is for a LEA to collaboratively plan and implement an on-line arts resource center with an accompanying CD-ROM for the visual and performing arts. The vision for the resource center is to help all teachers, K-12, provide standards-based arts instruction and to provide resources for students to use to increase their knowledge and skills in the arts. The LEA must have the ability to, and prior experience in, creating and storing electronic resources and in keeping the resources current.

The funding for the 2000-2001 year for Program IV is for up to \$300,000. Funding for a second and third year of this grant is contingent upon budget appropriation in years 2001 and 2002. The grantee is encouraged to seek additional funding and support for the project.

The narrative for Program IV must include the following in the order given:

1. LEA's Commitment to Arts Education and the On-line Arts Resource Center

Describe the history and commitment of the LEA to arts education. Include the knowledge and leadership of the LEA in the Visual and Performing Arts and use of community resources to support the arts. Why is the LEA interested in being the On-line Visual and Performing Arts Resource Center? How will it help the teachers and students in your schools as well as statewide?

2. LEA and Personnel Experience

Identify the project coordinator and describe his/her ability to collaboratively plan, coordinate, and implement this project. Identify the personnel who will participate in this project and the experience they have had that would lead to the success of this project. Personnel may be employed by the LEA or services can be subcontracted. What similar projects have been completed by the LEA and/or subcontractor? Provide references to web sites and other materials the LEA and/or the subcontractor has developed or played a role in developing.

3. Capacity of LEA to Complete the Task

The following are tasks, at the minimum, that are included in this project. Describe the LEA's vision of, and capacity to, complete the following tasks:

- Identify existing on-line resources

- Organize existing resources in concert with the Visual and Performing Arts Framework and arts content standards
- Create a home page for the resources
- Store resources and/or pointers on an Internet accessible server
- Maintain resources
- Create new resources
- Develop and maintain interactive devices such as list-serves and chat rooms
- Develop and maintain data bases
- Input, maintain, and provide for the use of an arts assessment item bank
- Collaborate with the CDE, teachers, administrators, IHEs, The California Arts Project, business and industry, and other LEAs in planning, creating resources, disseminating information and providing training
- Create a CD-ROM that is a companion to the Web site containing examples of multimedia materials (i.e., video clips of professional and student work and text materials) related to implementing high quality Visual and Performing Arts programs (dance, music, theatre, visual arts)
- Develop partnerships with higher education, business and industry, government agencies, and foundations to support the project
- Develop partnerships with the above and with arts providers such as museums and the music and film industries to provide access to and develop resources for students and teachers

4. Up-dates to Resource Center

Describe the process that will be used to keep the on-line arts resources current.

5. Future Plans

Describe the LEA's commitment to making the resource center ongoing when funding from this grant is expended. Describe plans to obtain future funding.

6. Project Goals, Objectives, Methodology, and Timeline

Provide a chart, using the format in Appendix 1 that relates the project goals, objectives, methodology and a time-line to communicate the feasibility of the project.



**Visual and Performing Arts Education Grant Program  
Budget Proposal**

LEA:	CDS Code:	Grant Program (Category):
Project Coordinator:	Phone:	

Please complete a budget description for your project using the following format (you may reproduce/modify the form). Be sure that the budget expenditures align with the objectives and activities described in the narrative.

**Restrictions:** The following expenditures are NOT allowed:

\*Computer hardware  
or services

\*Supplanting existing personnel

\*Meals or refreshments served at workshops  
and/or training sessions

\*Indirect costs that exceed the approved CDE rate  
for FY 1999-2000

Budget Object Code	Description/Justification	Amount
A. Certified Personnel Salaries (substitute teacher release pay, stipends for non-work hours)		
B. Classified Personnel Salaries (substitute and release pay only)		
C. Employee Benefits		
D. Subcontractor(s) (i.e., artists, performing groups, professional development providers)		
E. Instructional Materials and Supplies (i.e., books, curriculum, instructional resource materials)		
F. Operating Expenses (includes travel, meals, lodging costs and registration fees for workshop attendance, room rental, speakers for training, school buses)		
G. Other (provide detail)		
Indirect Costs: Indirect costs may not exceed the CDE approved rate for FY 1999-2000.		
Indirect cost calculation: Total of A through G:      x      CDE rate:      =		
<b>Total Budget:</b>		

**Visual and Performing Arts Education Grant Program**  
**SAMPLE Budget Items SAMPLE**

LEA:	CDS Code:	Grant Category:
Project Coordinator:	Phone:	

Please complete a budget description for your project using the following format (you may reproduce/modify the form). Be sure that the budget expenditures align with the objectives and activities described in the narrative.

**Restrictions:** The following expenditures are NOT allowed:

\*Computer hardware

\*Supplanting

existing personnel or services

\*Meals or refreshments served at workshops

\* Indirect costs that exceed the approved CDE

rate

and/or training sessions

for FY 1999-2000

Budget Object Code	Description/Justification	Amount
<b>A. Certified Personnel Salaries (substitute teacher release pay, stipends for non-work hours)</b>		
1000	Substitute pay @ \$150 a day for five teachers to attend training in theatre skills to use across the curriculum provided by The California Arts Project.	\$750.00
<b>B. Classified Personnel Salaries (substitute and release pay only)</b>		
<b>C. Employee Benefits</b>		
<b>D. Subcontractor(s) (artists, performing groups, professional development providers)</b>		
<b>E. Instructional Materials and Supplies (i.e., books, curriculum, instructional resource materials)</b>		
4000	Purchase of videotapes to use in primary level dance curriculum to demonstrate the historical and cultural context of dance.	\$225.00
<b>1. Operating Expenses (includes travel, meals, lodging costs and registration fees for workshop attendance, room rental, speakers for training, school buses)</b>		
5000	Provide school buses for four field trips to the Light Opera Company for student and teacher workshops and to attend performances.	\$300.00
<b>G. Other (provide detail)</b>		
<b>Indirect Costs: Indirect costs may not exceed the CDE approved rate for FY 1999-2000.</b>		
Indirect cost calculation: Total of A through G: x CDE rate: =		
<b>Total Budget:</b>		

**DRUG-FREE WORKPLACE CERTIFICATION**

STD.21 (NEW11-90)

**COMPANY/ORGANIZATION NAME**

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matter relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substances is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 (b), to inform employees about all of the following:
  - a) The dangers of drug abuse in the workplace,
  - b) The person's or organization's policy of maintaining a drug-free workplace,
  - c) Any available counseling, rehabilitation and employee assistance programs, and
  - d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - a) Will receive a copy of the company's drug-free policy statement, and
  - b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

**CERTIFICATION**

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State Of California.

OFFICIAL'S NAME

DATE EXECUTED  
THE COUNTY OF

EXECUTED IN

CONTRACTOR or GRANT RECIPIENT SIGNATURE

TITLE

FEDERAL I.D. NUMBER

**Letters of Support and School Board Policy on Arts Education**

**Attachment 4:** You may include up to three letters of support.

**Attachment 5:** Applications should include a copy of the School District Board of Education Policy on Arts Education. Following is a sample Visual and Performing Arts School Board Resolution.

**YOUR SCHOOL DISTRICT ARTS EDUCATION POLICY**

**Code: BP 4142.1**

**Instruction**

**Arts Education**

The Board of Trustees recognizes that arts education, including dance, theatre, music, and visual arts is an integral part of basic education for all students.

The Board of Trustees support a comprehensive curriculum that includes arts education as part of the program for all students as stated in the California Department of Education *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* (1996). In order to implement a correlated and integrated arts education program, the Board of Trustees support the need to provide resources necessary to implement the program, to provide a continuing program of in-service education for all staff, and to provide comparable education opportunities for all students.

The Superintendent shall establish procedures to implement board policies and to provide for the ongoing review, evaluation, and development of the district's arts education program.

**Legal Reference:**

**Education Code**

5100 et seq. Legislative Intent for Education program

51004 Education Goals

51040-51041 Role of Local Agency

**Government Code**

3543.2 Scope of Representative

**Other:**

**Board Policy**

6000 Concepts & Roles in Instruction

6010 Instructional Objectives/Accountability

5141 Curriculum Development and Evaluations

California State Visual and Performing Arts Framework, 1996

**Chart: Goals, Objective, Methodology, and Timeline**

<b>Goals</b>	<b>Objectives</b>	<b>Methodolody</b>	<b>Timeline</b>
1.	Measurement:		
2.	Measurement:		
3.	Measurement:		

**Visual and Performing Arts Education Grant Program, 2000-2001**  
**SCORING CRITERIA FOR PROGRAMS I AND II**

*All proposals will be reviewed and ranked by at least two individuals. Proposals will be reviewed and scored with a rubric based on the following criteria:*

<b>Descriptors</b>	<b>Possible Score</b>	<b>Reviewer's Score &amp; Notes</b>
<b>1. Arts Education Goal</b> <ul style="list-style-type: none"> <li>Describes arts education goal for all of the arts for all students</li> </ul>	5	
<b>2. Assessment of Current Arts Program</b> <ul style="list-style-type: none"> <li>Describes the status of the instructional program in each of the arts</li> <li>Describes what is available and what is needed</li> <li>Assessment is based on the Visual and Performing Arts Framework</li> </ul>	10	
<b>3. Outcomes From this Funding</b> <ul style="list-style-type: none"> <li>Describes how funding will extend the work of the LAEP grant(s)</li> <li>Describes how funding will move district to a standards-based arts program for all students</li> <li>Describes professional development program including content</li> </ul>	15	
<b>4. Chart of Goals, Objectives, Methodology, Timeline</b> <ul style="list-style-type: none"> <li>Describes program goals and objectives that align with assessment of current program and needs</li> <li>Describes objectives and measurement indicators including professional development and development of content standards</li> <li>Chart communicates the feasibility of the project</li> <li>Timeline is appropriate for objectives and methodology</li> <li>Student program is during school day</li> </ul>	30	
<b>5. Role of Local Arts Agency</b> <ul style="list-style-type: none"> <li>Describes the role of the LAA and use of community resources</li> </ul>	5	
<b>6. Project Coordinator's Responsibilities</b> <ul style="list-style-type: none"> <li>Describes the responsibilities of the LAA and LEA coordinators</li> </ul>	5	
<b>7. Project Evaluation and Student Assessment</b> <ul style="list-style-type: none"> <li>Describes the program evaluation process that will be used</li> <li>Describes how student progress will be assessed</li> <li>Links the evaluation and assessment to the goals and objectives</li> </ul>	5	
<b>8. Future Support</b> <ul style="list-style-type: none"> <li>Describes the plan to obtain future funding for the arts program</li> </ul>	5	
<b>9. Narrative Budget</b> <ul style="list-style-type: none"> <li>Budget is reasonable and realistic for the goals and objectives</li> <li>Budget narrative provides sufficient explanation of costs</li> <li>Budget supports the plan outlined in the project narrative and chart</li> <li>Costs are allowable and appropriate</li> </ul>	20	

**Visual and Performing Arts Education Grant Program, 2000-2001**  
**SCORING CRITERIA FOR PROGRAM IV**

*All proposals will be reviewed and ranked by at least two individuals. Proposals will be reviewed and scored with a rubric based on the following criteria:*

Descriptors	Possible Score	Reviewer's Score & Notes
<b>1. Commitment to Arts Education and this Project</b> <ul style="list-style-type: none"> <li>Describes the commitment to and leadership in arts education</li> <li>Describe how the project will help teachers and students</li> </ul>	5	
<b>2. Personnel Experience</b> <ul style="list-style-type: none"> <li>Describes the experience of the names project coordinator</li> <li>Describes the experience of other personnel and/or subcontractors</li> <li>Describes other similar projects with references</li> </ul>	20	
<b>3. Capacity to Complete the Tasks</b> <ul style="list-style-type: none"> <li>Describes capacity to complete the tasks listed in the application</li> </ul>	20	
<b>4. Up-dates to Resource Center</b> <ul style="list-style-type: none"> <li>Describes the process for keeping the on-line center current</li> </ul>	5	
<b>5. Future Plans and Support</b> <ul style="list-style-type: none"> <li>Describes plans for making the center ongoing</li> <li>Describes plans to obtain future funding</li> </ul>	5	
<b>6. Chart of Goals, Objectives, Methodology, Timeline</b> <ul style="list-style-type: none"> <li>Describes program goals and objectives that align with given tasks</li> <li>Describes objectives and measurement indicators</li> <li>Chart communicates the feasibility of the project</li> <li>Timeline is appropriate for objectives and methodology</li> </ul>	20	
<b>7. Project Evaluation</b> <ul style="list-style-type: none"> <li>Describes how the project activities will be evaluated</li> <li>Links the evaluation to the goals and objectives</li> </ul>	5	
<b>8. Narrative Budget</b> <ul style="list-style-type: none"> <li>Budget is reasonable and realistic for the goals and objectives</li> <li>Budget narrative provides sufficient explanation of costs</li> <li>Budget supports the plan outlined in the project narrative</li> <li>Costs are allowable and appropriate</li> </ul>	20	

## LOCAL ARTS EDUCATION PARTNERSHIP PROGRAM DESCRIPTION

The Local Arts Education Partnership (LAEP) program is a joint endeavor between the California Arts Council (CAC) and the California Department of Education (CDE), established by the Legislature (SB 1571) in 1992. The program is funded by sales of the California Arts Council's Coastline Arts License Plate, designed for the CAC by world-renowned California artist, Wayne Thiebaud.

- The LAEP program authorizes a local arts agency or a nonprofit arts organization working in partnership with a local education agency and with community partners to apply for a matching grant of up to \$20,000 for a period not to exceed three years with reapplication each year.
- The purpose of the LAEP program is to develop consortia of local arts agencies, local education agencies, and arts and community resources. The consortia will plan and/or implement a comprehensive and inclusive arts education program in California public schools in order to strengthen students' and teachers' basic arts skills and knowledge.
- The goal of the LAEP program is to provide matching grants for planning or implementing comprehensive and inclusive visual and performing arts education programs in public school districts.
- The objective of the LAEP program is to strengthen students' and teachers' knowledge, understanding, and skills in the arts by implementing the guidelines in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* and to include artists and community arts resources as an integral part of the school program.
- The process of the LAEP program is to develop consortia of local arts agencies, local education agencies, and arts and community resources to plan and/or implement the program.
- The intent is that this funding, the collaborative process, the professional development required, and the student learning activities will lead to the development of ongoing, high-quality arts programs for all students, and make the arts basic to the education of each student.

**Please call (916) 322-6580 for a copy of the LAEP Program Guidelines and Application.**



**The California Arts Project Statewide Office and Regional Sites**

**STATEWIDE OFFICE**

Kristine Alexander, Executive Director  
California State University San Bernardino.  
5500 University Parkway, San Bernardino, CA 92407  
email: [kalexan@csusb.edu](mailto:kalexan@csusb.edu)  
Phone: 909/880-5938 \* Fax: 909/880-7016 (Temporary numbers)

**REDWOOD ARTS PROJECT  
(Region I)**

Bonnie Tillotson, Director  
Humboldt State University  
Arcata, CA 95521  
Phone: 707/826-5801  
Fax: 707/826-5099  
email: [bonniet@telis.org](mailto:bonniet@telis.org)  
or  
[rap@axe.humboldt.edu](mailto:rap@axe.humboldt.edu)

**NORTHEAST CALIFORNIA  
ARTS PROJECT  
(Region II)**

Karen Hafenstein, Director  
Sutter Hall, Room 231  
Art Department  
California State University  
Chico, CA 95929-0840  
Phone: 530/898-4046  
Fax: 530/898-6824  
email: [karenh@thegrid.net](mailto:karenh@thegrid.net)

**SIERRA NORTH ARTS  
PROJECT  
(Region III)**

Sarah Anderberg, Director  
University of California, Davis  
Davis, CA 95616-8729  
Phone: 530/752-9683  
Fax: 530/752-6135  
email:

**CENTRAL VALLEY CALIFORNIA  
ARTS PROJECT (REGION VII)**

Florence Kabot, Co-Dir, Kim Morin, Co-Dir  
Theatre Arts Department, Mailstop SA46  
California State University  
Fresno, CA 93740  
Phone: 559/278-4342  
Fax: 559/278-7215  
email: [fkabot@aol.com](mailto:fkabot@aol.com),  
[kimm@csufresno.edu](mailto:kimm@csufresno.edu)

**BAY AREA CALIFORNIA ARTS  
PROJECT  
(Region IV, V)**

DeDe Tisone-Bartels, Director  
School of Art & Design  
San Jose State University  
One Washington Square  
San Jose, CA 95192-0216  
Phone: 408/924-4383  
Fax: 408/924-4326  
email:

**THE MID-SOUTH CALIFORNIA  
ARTS PROJECT  
(Region VIII)**

Jim Thomas, Director  
Department of Theatre  
California State University  
18111 Nordhoff Street  
Northridge, CA 91330-8320  
Phone: 818/677-2843  
Fax: 818/677-2080  
email: [JAT506@aol.com](mailto:JAT506@aol.com)

**SOUTHERN COUNTIES ARTS  
PROJECT  
(Region IX)**

Fran Chadwick, Director  
School of Music and Dance  
San Diego State University  
San Diego, CA 92182-7902  
Phone: 619/594-2994  
Fax: 619/594-4443

**RIMS CALIFORNIA ARTS PROJECT  
(Region X)**

Rita Chenowith, Director  
Theatre Arts Department  
California State University  
5500 University Parkway  
San Bernardino, CA 92407  
Phone: 909/880-5938  
Fax: 909/880-7016  
email:

**EAST BAY CALIFORNIA ARTS  
PROJECT  
(Region IV)**

Sara-Lynne Simpson, Director  
Department of Theatre and Dance  
California State University  
Hayward, CA 94542-3077  
Phone: 510/885-2385  
Fax: 510/885-4748  
email: [SLSdanceEd@aol.com](mailto:SLSdanceEd@aol.com)

**VALLEY SIERRA CALIFORNIA  
ARTS PROJECT  
(Region VI)**

Sand Kakuda, Director  
Department of Art  
University of the Pacific  
3601 Pacific Ave.  
Stockton, CA 95211  
Phone: 209/946-2754  
Fax: 209/946-2518  
email: [skakuda@telis.org](mailto:skakuda@telis.org)

**CALIFORNIA DEPARTMENT OF EDUCATION  
Publications in the Visual and Performing Arts**

- Arts Work: A Call for Arts Education for All California Students (1997)
- Challenge Standards for the Visual and Performing Arts (1998)
- Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve (1996)
- Prelude to Performance Assessment in the Arts, Kindergarten Through Grade Twelve (1993)
- Literature for the Visual and Performing Arts, Kindergarten Through Grade Twelve (1996) California Department of Education

Available from:

California Department of Education  
Publications Division, Sales Office  
P.O. Box 271  
Sacramento, CA 95812-0271  
Tel.: (916) 445-1260  
Fax: (916) 323-0823

